

Instructions for Renewing/Joining RRCA Club, Event, or Event Management Company Membership

The following instructions were created to assist you with renewing your RRCA membership. Please read through each of the steps below where you will find the answers to most of your questions. If you need assistance to complete the renewal please email membership@rrca.org or call (703) 525-3890 and ask for Michael Webb, Membership Manager.

Please keep these instructions and refer to them throughout the year as events are added, additional insured certificates are needed, and club information needs to be updated.

AN IMPORTANT NOTE ABOUT PRIMARY CONTACTS:

Each running club, event member, and event management company is assigned ONE Primary Contact person in our database as the authorized representative to renew a membership.

As a reminder, RRCA requires nonprofit members to hold annual elections, meaning your primary contact may change between now and January 2018. To help ensure an efficient renewal process for our 2,500+ members, **please follow these important steps in advance of renewing:**

- If you were the Primary Contact for 2017, **log on to the online system** using your current username and password. Ensure all information is still correct.
- If you will be the **NEW Primary Contact** for your organization in 2018, please create a personal profile in the "**Manage Profile**" section of the website. Select the "**Create Profile**" option.

Once you have created a profile, send an email to membership@rrca.org. In the subject line of the email, note - *Primary Contact Update*. Include your **full name** and **running club or event name** in the email. We will notify you when the primary contact update is complete.

Log in using your User ID & Password:

1. Go to
<http://www.rrca.org/membership/running-club> (ClubMembers)
<http://www.rrca.org/membership/running-event> (Event Members)
<http://www.rrca.org/membership/event-company> (Event Management Members)

READ the information on the membership category page. Click on the green *Join or Renew My Membership* button. If you are not already logged into the RRCA website, you will be asked to login.

TIP: If you have forgotten your Username and Password, select the blue [Obtain Password](#) link and follow the instructions.

2. You will receive the following message:

You are logged in as (YOUR NAME) affiliated with (YOUR ORGANIZATION'S NAME).

According to our records, your organization's Club Member membership will expire on 12/31/2017. To renew your membership, please click the "continue" button below.

If you have any questions, contact: membership@rrca.org.

3. **Click Continue.** You will be taken to the **Membership Renewal** form (see sample image on the next page) and required to attest to having read the [Insurance FAQs](#), the [Guidelines for Safe Event Management](#), [Race Director Code of Ethics](#), the [Guidelines for Leading a Group Run](#) (for club members), and [Understanding Music Licensing](#) by answering "yes."

4. **Liability Coverage Amount:** The default insurance coverage is \$1 million per occurrence. The RRCA recommends this coverage for members unless a higher coverage amount is required by a local government or entity. For clubs, the \$2 million covers all activities and club owned events and cannot be chosen on a race by race basis. Event management companies may select insurance coverage for \$1 or \$2 million on a per event basis.
5. **Volunteer Medical Personnel Coverage:** You may select “yes” for the optional liability insurance coverage for volunteer medical personnel. The rate is \$250 if you select the \$1 million policy or \$300 if you select the \$2 million policy.
6. Choose whether your running club or event is organized as a nonprofit organization or a for profit organization. Nonprofit organizations are those designated as 501(c)3 directly by the IRS or through the RRCA’s Group Exemption. The RRCA requires nonprofit organizations to carry Directors & Officers insurance, and the charge of \$200 will automatically be added to the member’s invoice. If your nonprofit organization has D&O insurance through another provider, we will refund the D&O fee upon receipt of your Certificate of D&O Insurance. You must provide this proof within the same month as you join/renew the RRCA if you pay by credit card to receive a full refund. For profit organizations are not eligible for D&O coverage. We also recommend that for-profit running clubs and events purchase business insurance to cover business activities. RRCA Certified Race Directors may access the business insurance policy for clubs and events <http://www.rrca.org/our-programs-services/programs/race-director-certification/insurance-program>
7. Running Club members will be asked a series of questions related to club activities. This is for data collection purposes and is not factored into club membership dues or insurance fees. Running clubs will be asked to enter the projected number of group training runs, club races, race participants and social activities and meetings to be held throughout the year along with youth running activities.
8. **Dues and Insurance Calculation: See the Membership/Join-Renew page on the website for dues and insurance rates. The Membership Renewal Form will automatically calculate the dues and insurance rates for you.**

- Running clubs must enter the total number of household members for the organization at the time of renewal. Club membership dues and insurance fees are calculated based on the number of household members in the club. Dues and insurance are assessed at a minimum rate of 35 households. If your club grows during the year, we will not assess additional dues mid-year, unless you misrepresent your membership numbers. You will report the higher number of members during the next year’s renewal process if your club grows. RRCA will check rosters to verify accurate reporting by members. RRCA will invoice members that have significantly different membership numbers compared to rosters or information posted on club websites if clubs significantly under report.
- Event members will be asked to enter the number of race participants, volunteers, race committee members, and the date of the race. Event membership dues and insurance fees are based on the total number of individuals and volunteers involved in the event.

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<input type="checkbox"/> I have read and understood the RRCA Insurance FAQs: Read the RRCA Insurance FAQs before answering this question. <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> I have read and understood the guidelines for Safe Event Management: Read the Standards for Safe Event Management before answering this question. <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> I have read and understood the Race Director Code of Ethics: Read the Race Director Code of Ethics before answering this question. <input type="radio"/> Yes <input type="radio"/> No			Event Management Company Membership Post Member Events to the Calendar Individual RRCA Membership Corporate Supporters Membership Member Benefits Promote Your RRCA Membership Members Only Manage Profile
Utility Coverage Amount: <input type="radio"/> \$1 million <input type="radio"/> \$2 million	Optional Insurance: Volunteer Medical Personnel Coverage: <input type="radio"/> Yes <input type="radio"/> No	Optional Operations Package: <input type="radio"/> Yes <input type="radio"/> No			
Is your club/organization a 501(c)3 nonprofit organization? This information is used for calculating the dues amount. An explanation of the dues calculation is available. <input type="radio"/> Yes <input type="radio"/> No					
Total Number of Race Participants: <input type="radio"/> 100					
Do you host youth specific running events (e.g. kids fun runs)? The RRCA defines a youth event as one that is held as a social event for youth only. The event may be a companion event to an adult race of any distance, but the youth event must be a separate event or separate field from the adult race. <input type="radio"/> Yes <input type="radio"/> No					
Number of Event Volunteers: <input type="radio"/> 10					
Number of Race Committee Members: <input type="radio"/> 10					
Event Date: <input type="text" value="03/04/2018"/>					
Event Management Company Name: <input type="text"/>					
Optional Donations: Annual Program Fund: <input type="text"/>					
Optional Donations: Kids Were the Nation Fund: <input type="text"/>					
Pastoral Resources: Results Refundable Fund: <input type="text"/>					

- Event Management Companies will be asked the same information as Event Members but will have the ability to add multiple events that they own. If an Event Management Company doesn't own and event and is simply hired to direct the event for a client, the client must become and RRCA Event member.

9. Please consider making a contribution to the RRCA by including an amount in the space provided for an optional donation for Kids Run the Nation Fund, Roads Scholar Fund, or Annual Fund. Your contribution will be included and itemized in your membership renewal invoice. RRCA is a 501(c)3 organization and contributions are tax deductible.

10. **Music license group – Pay for the Music you Play!** Federal copy write law says that as the event owner/operator you are responsible for paying for licensing the music you play at your events when participants have paid an entry fee. You must attest to understanding the music licensing information on our website. Clubs, events, and event management companies may select “yes” when asked if they want to pay the fees and be included in the RRCA’s group music license service. Your organization will be assessed the fees outlined on our website for both PROs (<http://www.rcaa.org/our-programs-services/services/music-license-group>). If you select yes, your music license will cover works from both the BMI and ASCAP catalog of songs.

- For Clubs** – Use the event reporting widget below the membership form to report only the events you wish to cover with the group music license. Select “Yes” from the dropdown menu and enter your event information. The music license fees are only calculated based on race participants (your paying customers). Click save/add another. If you host a trail race, for example, where music is not permitted, DO NOT list that event in the widget. The fees for all events listed will be automatically calculated for both BMI and ASCAP for all events reported and will appear on your invoice as Music License.
- For Events** – In the membership form, select “Yes” in the dropdown box for the “Add a Music License” question. Report your total number of race participants in the membership form. The music license fees will be calculated from this number for both BMI and ASCAP and will appear on your invoice as Music License.
- For Event Management Companies** – In the event widget where you report the events you own, you may select “Yes” for the “Add a Music License” question. The number of event participants you reports per event will be used to generate your music license fees for both BMI and ASCAP and all events reported will appear on your invoice as Music License.
- Need to add music after your join/renew?** No problem, we can work with you to update your account and add a music license and email you the invoice to pay online using a secure credit card transaction.

Add a music license? *

Please Select

Event Name: *

Date of Event: *

Total Number of Race Participants: *

Number of Event Volunteers: *

Number of Race Committee Members: *

Save/Add Another

EVENTS *

Event Name: *

Date of Event: *

Liability Coverage Amount: *

Please Select

Total Number of Race Participants: *

Number of Event Volunteers: *

Number of Race Committee Members: *

Add a music license? *

Please Select

Save/Add Another

11. Click **Save/Continue**. Membership dues and insurance fees will automatically be calculated and appear on an itemized invoice on the **Payment** screen.

12. Payment Method:

- Please select **Check** in the pull down menu for your payment method. Payment by check is highly recommended as it saves the RRCA thousands of dollars in credit card processing fees that can be invested in programs and not bank fees. Members with dues/insurance rates exceeding \$5,000 MUST pay by check, we will not split credit card payments for invoices exceeding \$5,000.
- After selecting **Check** as your payment option, click **Submit** to generate your printable invoice. You will be taken to a confirmation screen confirming that we have received your renewal information in our database, and you will receive a confirmation email as well.
- At the bottom of the confirmation screen, click on "Click here" to view your invoice. Your invoice will open in your browser
- Print the invoice and mail it to the RRCA with your check. Your renewal is not complete until we receive your check. Do not contact Star Insurance about certificates if payment has not been made.*
- Visa, MasterCard, and American Express are accepted as a forms of payment in the payment method option. Event Management Companies, if you need to pay for an event added mid-year, email membership@rrca.org to receive your invoice via email, and you will be sent an online link to pay an open invoice via a secure credit card transaction. **Staff are no longer allowed to take credit card payments over the phone.**



Thank you for submitting your RRCA membership application, which has been automatically processed by our organization. Please review the following information closely. It includes additional requirements for completing your membership application.

Please print a copy of this confirmation for your records.

Payment: If you paid your RRCA membership with a credit card, we thank you for your payment. If paying by check, please print the Amended invoice below and mail your check to Road Runners Club of America, 1501 Lee Highway, Suite 140, Arlington, VA 22209.

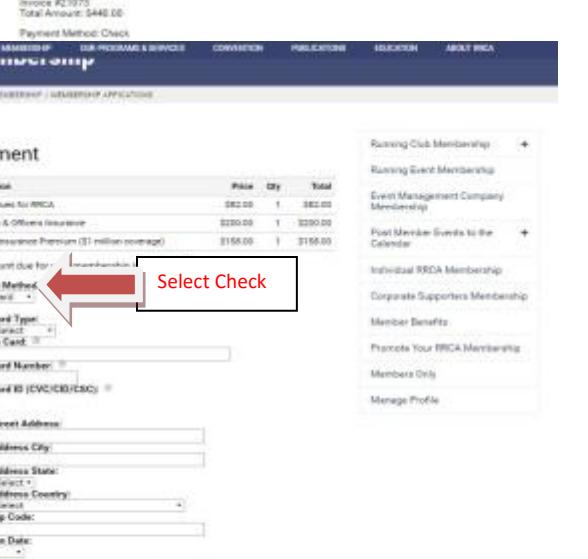
Membership and insurance coverage will not begin until the RRCA receives full payment for dues and insurance.

List your events on the RRCA Calendar: Your membership is not complete until you add your events to the year on the RRCA Calendar at www.rrca.org/calendars/individual for insurance purposes and as an internal planning resource for your organization. Skipping this step could result in an event not being covered by the insurance program should a claim arise. New events added by running clubs and event management companies can be added throughout the year. Posting club/training runs and social activities on the RRCA Calendar is optional.

Submit your running club roster: Running Club members must upload a club roster in Excel format as part of the membership process. Find instructions about submitting your roster at <http://www.rrca.org/membership/club-membership>.

By submitting this information you have attested, we the duly authorized representative of the RRCA, that the information is true and accurate to the best of my knowledge and belief. I understand that this is a binding agreement of the RRCA website and constitutes the terms and conditions of the RRCA insurance policy. You also attest that you understand that there are certain activities that may not be covered by the policy. Recognizing that runner safety is the primary concern of the RRCA, I, as a member, being a event organizer, agree to use due care to safely guard my participants in my event or activities. The RRCA reserves the right to review all insurance applications for accuracy and to address any incorrect membership applications.

[Click here to view/print your invoice.](#)



Confirmation of Details:

Mike Wells Racing
Event Member
New Membership Application 2016

Invoice #20175
Total Amount: \$446.00

Payment Method: Check

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HOME / MEMBERSHIP / MEMBERSHIP APPLICATIONS

Payment

Description	Price	Qty	Total
Annual Dues for RRCA	\$82.00	1	\$82.00
Members & Drivers Insurance	\$280.00	1	\$280.00
Liability Insurance Premium (\$1 million coverage)	\$158.00	1	\$158.00

The amount due for **Annual Dues for RRCA** is \$82.00.

Payment Method: **Check**

Credit Card Type: Please Select
Name on Card:

Credit Card Number:

Credit Card ID (CVV/CSC):

Billing Street Address:

Billing Address City:

Billing Address State: Please Select

Billing Address Country: Please Select

Billing Zip Code:

Expiration Date:

Please click the **Submit** button only once. Clicking the **Submit** button a second time will cause your credit card to be charged twice. This may take more than a minute.

After you click **Submit**, your payment information will be transmitted securely. Once the transaction is fully transmitted, your browser may display a message indicating that you are leaving a secure zone. When this message appears, your payment information has already been transmitted and it is safe to leave secure mode as your confirmation page can be read.

Select

Submit Your Running Club Roster: Running Clubs must upload their membership roster, including board members for nonprofit members, using the RRCA's club roster template in MS Excel format. Find details at www.rrca.org/membership/join-renew/rosters/. Event and Event Management Companies utilizing the RRCA's group exemption must submit a roster of their board members using the link above.

List Club Owned Races on the RRCA Calendar: Renewal is not complete until you add your races to the RRCA calendar. This serves as a record of your club's activities for insurance coverage. All RRCA event members must list their events on the calendar as well. Failure to list your events on the RRCA calendar could result in non-coverage of an event if an insurance claim is submitted. Events can be added throughout the year as they are planned. Listing club training runs and social activities on the RRCA calendar is not required.

- Click on the [Find an Event](#) link found in the header of every page on the RRCA website.
- Click on the [Add New Events](#) link or the [Update Calendar Listing](#) link to update events previously listed on the calendar. Anyone posting an event to this calendar for the first time MUST select the "New User" option below to create your user profile for entering events owned by clubs, event members, or event

management companies. This user login is different than our online membership system but you can use the same user name and password.

3. Once you create your login profile, you can enter one or many events and update or delete your events as needed. You can even include a logo image for branding purposes. Event details will be retained from year to year, so you can login and simply update events dates for future years.

IMPORTANT: RRCA Membership and Insurance is non-transferable. RRCA running clubs and events that assist other organizations in conducting a race may NOT extend insurance coverage to another organization. If a member does not own the race, or a duly appointed club representative does not manage all aspects of the event, it is not an insured event for the member. In this case, the organization receiving the assistance must join the RRCA as an event member to obtain insurance for the event. Race directing companies may insure an event through the RRCA if they OWN the race and direct all aspects of the race. If the race directing company is assisting another organization with elements of a race such as timing or finish line services, this event is not owned by the race directing company and not insured. Transferring or selling of the RRCA insurance to non-owned events is FRAUD. For more information, please see "Covered Activities", or call (703) 525-3890.